

## OVERVIEW OF ALAWAGES

When the application is first opened the user is presented with the Main Menu. Here the user can proceed to the: Add/Modify Records Menu, Create Export File, List All Employees/Balance Report, List All Employers, Run Initial Setup, or Exit the Program.

The very first thing that should be done after initially installing the application and opening the Main Menu is to Run the Initial Setup (This should be done only once). This creates a database to store all records and must be done before attempting to access any other screens or adding, editing, viewing of records.

If the user clicks the Add/Modify Records button they will be taken to another menu where they can select: Add/Modify Employer Records, Add/Modify Employee Records, and Modify Wages for Employees, or Exit to Main Menu. With the **Add/Modify Employer Records**, the user can add new employers, change information on employers (except for DIR tax number), and delete an employer record. With the **Add/Modify Employee Records**, the user can add new employees, change employee information and delete an employee. The program keeps a total of the Total Wages entered for the Employer and the running total wage for all employees of that employer. If the user exits the Add/Modify Employee Records screen with the totals not balancing, a message appears stating the totals are not in balance and to print a report and correct. You should always print a balance report out before creating an export file to be sure the Total Wages of the Employer equal with the Total Employees Wages. If there is more than 1 employer the user will have to click on DIR Tax Number for the employer they wish to add/modify records for. With the **Modify Wages for Employees**, the user can: modify the wages for all employees and change the first and last names. Before entering this screen the user will be asked how they wish to view the records (A – for how the records were entered, S - for SSN order, N - for Last name order) and then they will proceed to that screen.

If the user clicks the **Create Export File** button they will receive a message asking if they have verified that the wages balance then they will be taken to a screen where they can create the export file. Every time the user creates an export file it overwrites the last one created. After creating the export file the program instructs the user where the export file is located.

- 1) After creating the export file, the file will be located at “C:\Program Files \AL DIR\UploadAlaWages.txt”.
- 2) In the near future you will be able to upload this file to our web site for easier and faster service. Please check our web site ([www.dir.state.al.us](http://www.dir.state.al.us)) periodically for this upcoming enhancement. We will also notify you by mail when this option becomes available. Until then, to send your wage file, you may copy the above mentioned file to a 3.5” diskette or CD and mail to: Department of Industrial Relations, 649 Monroe Street, Room 3205, Montgomery, Alabama 36131.

If the user clicks **List All Employees/Balance Report** button the user will be asked how they want to view the records (A – for how the records were entered, S - for SSN order, N - for Last name order) and then be taken to a screen that shows all employees entered, the wages and balance. If there is

more than 1 employer entered the user will have to click the List Employees button and enter the DIR Tax Number for that employer to view the list. The user has the option to print what is showing on the screen or to print all employee records.

If the user clicks the **List All Employers** button the user will be taken to a screen that shows all the employers entered and the option of printing that page. The user can click on the Employer FEIN (located in the first column on the left) and a display of all employees entered for that employer will show on the screen.

The **Run Initial Setup** button should only have to be clicked once and should be the first thing done after installing the application and before attempting to access other screens or entering information. If the user accidentally clicks the button after creating the database, nothing will happen and the program will display a message that the database has already been created.

### **SYSTEM REQUIREMENTS**

Pentium Class chip  
32MB RAM  
Windows 98 SE or later operating system

The AlaWages project has been successfully installed on Windows 98 1<sup>st</sup> Edition, Windows 98 SE, Windows ME, Windows 2000 and Windows XP operating systems.

### **INSTALL INSTRUCTIONS FOR ALAWAGES**

- 1) Make backup copies of ALL important files
- 2) Make sure all programs are closed BEFORE installing
- 3) You should have administrator rights to the PC
- 4) During installation the following error may appear: Error 1911 – Could not register type library .....DAO350.dll... with the option of Abort, Retry, Ignore. Click Ignore.
- 5) The program will put a AlaWages shortcut on your desktop
- 6) After installing, click on the shortcut and the main menu will appear, click option 5 – Run initial setup. This will create the necessary files to enter all AlaWage records.
- 7) After creating the export file, the file will be located at “C:\Program Files \AL DIR\UploadAlaWages.txt”.
- 8) In the near future you will be able to upload this file to our web site for easier and faster service. Please check our web site ([www.dir.state.al.us](http://www.dir.state.al.us)) periodically for this upcoming enhancement. We will also notify you by mail when this option becomes available. Until then, to send your wage file, you may copy the above mentioned file

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Monroe Street, Room 3205, Montgomery, Alabama 36131.

### **TIPS FOR ALAWAGES**

- 3) After installing the application, from the main menu, run the initial setup
- 4) Add the employer first before trying to add the employees
- 5) After adding or editing a record the Save button must be clicked to save the record (if the save button is not clicked the record or its changes will not be saved)
- 6) Do not enter a decimal when entering wages for employer or employee
- 7) Use the enter key to advance from text box to text box
- 8) If you place your mouse pointer over a text box a tool tip will appear with a description of what should be in the text box
- 9) The PC you install the application on should be able to access the web
- 10) After creating the export file, the file will be located at "C:\Program Files \AL DIR\UploadAlaWages.txt".
- 11) In the near future you will be able to upload this file to our web site for easier and faster service. Please check our web site ([www.dir.state.al.us](http://www.dir.state.al.us)) periodically for this upcoming enhancement. We will also notify you by mail when this option becomes available. Until then, to send your wage file, you may copy the above mentioned file to a 3.5" diskette or CD and mail to: Department of Industrial Relations, 649 Monroe Street, Room 3205, Montgomery, Alabama 36131.
- 12) Any comments or suggestions that would improve the application would be appreciated